



470 West Boylston Street, Worcester, MA 01606 Phone: 508-799-1887 Fax: 508-799-1852

APPLICATION FOR MEETING ROOM USE – Frances Perkins Branch Library

Application must be returned to the Executive Director and approved before meeting is confirmed, send to Office of the Executive Director, 3 Salem Square, Worcester, or cstone@mywpl.org.

Application Date: _____ **Program Date:** _____

Time needed (include time for setup & cleanup): _____

Publicized Starting Time of Program: _____

Name of Organization/Group: _____

Meeting Purpose or Function: _____

Title of Program: _____

Principal Speaker: _____

I HAVE READ THE RULES AND POLICY OF THE LIBRARY FOR MEETING ROOM USE AND AGREE TO COMPLY.

Applicant's name/signature: _____

Address: _____

Telephone number: _____

If the public requests information we will refer them to you.

For additional information, please refer to the Meeting Room Rules or call 799-1689.

MEETING ROOM DETAILS

Located in the lower level, the room has a seating capacity of 20.

APPLICANT IS RESPONSIBLE FOR SETTING UP THE ROOM.

Tables and chairs are available in the meeting room. Applicant is responsible for returning room to original setup.

Parking is limited.

FOR LIBRARY ONLY: Confirmation Date: _____